DIVISION OF CRIMINAL JUSTICE

CRIMINAL JUSTICE MAJOR & COHORT ADVISING HANDBOOK
Dear Criminal Justice Major & Faculty Advisor:

This Advising Handbook is a testament to our commitment to student success and timely graduation. We are mindful of the needs of students for clarity and easily accessible information or resources, given the volume and frequency of information and options at the division / dept level to the college, and university units. You may find the faculty advising cohort system in the division of criminal justice to be uniquely designed to ensure effective advising and support for our students; this arguably contributes to our higher than the overall college and university graduation rates.

It is my hope that you will make good use of the information as well as the resources shared in this document and let us know of your experience, including any recommendations for improvement.

Thanks to Dr. Sue Escobar who ably completed this project, and I appreciate the contributions of Professor Russell Loving and Ms. Destiny Effiong-as we started the process in 2019.

Together, we'll go far and firmly!

Peace,

Ernest Uwazie
Chair & Professor
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Division Mission

The mission of the Division of Criminal Justice is to prepare the leaders of tomorrow’s criminal justice community to make positive decisions.

Division Vision

The Division of Criminal Justice will be a dynamic center for educating students to be future leaders with professional competencies and ethics, abilities and values that allow them to be productive and engaged members of a global society.
Division Advising Mission

The advising mission of the Division of Criminal Justice is to teach students to be self-directed learners so that they are actively engaged in their own educational degree progress. In support of this mission, each student admitted into the major will have an assigned “cohort advisor,” which will be assigned when the student is officially admitted into and classified as a Criminal Justice major.

Division Advising Learning Objectives

Student has developed a meaningful educational plan.

Student is capable of tracking own progress to degree.

Student demonstrates the ability to set goals and make decisions regarding career choices.

Student can locate campus resources based on their particular needs.

Student demonstrates effective job search skills – resume writing, interviewing techniques, and developing a job search plan.
University and Division Policies

University Policies:
- **Drop and Withdrawal Policy**
- **Repeating Courses Policy**
- **Timely Declaration of Major Policy**

Division of Criminal Justice Policies:
- The *minimum acceptable grade* of C for all lower division Criminal Justice courses, no exceptions. [Lower division numbering: 1-99]
- The *minimum acceptable grade* of C-, for all upper division Criminal Justice courses (Major Core and Electives). [Upper division numbering: 100-199]
  - Yes, a D is considered failing a CRJ course
- You may only repeat Criminal Justice courses *twice* (for a total of three attempts).

Expressed Interest Status
- Interested in becoming a Criminal Justice major? Click [here](#)
- All Criminal Justice (Transfers) admitted to Sacramento State are admitted as “expressed interest CRJ”
- Undeclared upper division transfer and returning students, including those with an Expressed Interest, are required to submit a declaration of major form prior to registration for their second semester; failure to do so will result in a registration hold.

Getting into the major:
- Complete at least 45 units
- GPA ≥ 2.6
- Complete 4 mandatory lower division CRJ courses with a “C” or better grade.

Articulation Agreements (For Transfers)
- How will I know if I have completed the courses to satisfy CRJ 1, 2, 4, and 5 at my community college? Visit [www.assist.org](http://www.assist.org)
Sacramento State is committed to ensuring an accessible learning environment where course or instructional content are usable by all students and faculty. If you believe that you require disability-related academic adjustments for this class, please immediately contact Services for Students with Disabilities (SSWD) to discuss eligibility. This office approves disability-related academic accommodations. A current accommodation letter from SSWD is required before any modifications, above and beyond what is otherwise available for all other students in this class will be provided.

Please be advised that disability-related academic adjustments are not retroactive. SSWD is located on the first floor of Lassen Hall 1008. Phone is 916-278-6955 and e-mail issswd@csus.edu. For a complete listing of services and current business hours visit [https://www.csus.edu/student-affairs/centers-programs/services-students-disabilities/](https://www.csus.edu/student-affairs/centers-programs/services-students-disabilities/)

If students need or have questions regarding accessibility for screen readers, etc., please contact Crystal Sims in the Center for Teaching and Learning at ctl@csus.edu
Division of Criminal Justice Contact Information

NOTE! ALL OPERATIONS ARE BEING CONDUCTED IN A VIRTUAL FORMAT DUE TO COVID-19!

Criminal Justice Advising Center
Destiny Effiong,
Coordinator
Email: crj-advising@csus.edu

All new admitted majors will be assigned to a faculty advisor. These faculty advisors are available to help facilitate your transition into the program and assist you in planning your academic career.

Division of Criminal Justice Business Office

Email: crj-advising@csus.edu

The Criminal Justice Business Office is available for:
- Assistance with registration
- Quick questions about the major

Division of Criminal Justice (CRJ) Website

https://www.csus.edu/college/health-human-services/criminal-justice/

Criminal Justice Majors should check the CRJ homepage on a regular basis to find more information regarding:
- CRJ Division news and notices
- Faculty contact information
- Criminal Justice forms
Criminal Justice Advising during COVID-19

Face-to-face advising suspended until further notice.

Advising appointments will be conducted via Zoom routinely, or by phone or email, if necessary.

In accordance with the university recommendations and in response to university suspension of in-person classes, we will be conducting all advising appointments virtually until further notice.

- If you have already scheduled an advising appointment, you are all set!
- Please use the normal scheduling tool, the EAB website, to schedule your virtual advising appointments. Note that your advisor will initiate the appointment through Zoom. Be on the lookout for an email from your advisor with the Zoom meeting link!
- If a student prefers an advising appointment via phone and email, the student must email the advisor with that request.

Please be patient with us, as we will do our best to initiate the appointment as close to the start of the scheduled appointment as possible. We do ask that you are logged in and available at your scheduled time. You will find instructions on how to use Zoom below.

During your appointment, please make every effort to be in a quiet space to ensure clear communication. For the best service possible, please be logged into Zoom from a laptop, tablet or desktop with webcam/microphone capabilities to ensure full usage of the software including video, audio and screen sharing.

Student instructions: Accessing Zoom for Advising Appointments

As a Sac State student, you will likely be connecting with your instructors and classmates remotely! Zoom is a convenient, cloud-based online meeting tool that offers an easy-to-use interface, built-in participation tools like live chat and polling, and dedicated accessibility features - such as captioning, screen reader support, and automatic transcripts - to engage participants of all abilities.

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As a student, there's no need to have a Sacramento State Zoom account. You can participate in Zoom virtual class sessions in the following ways:

- An email with a Zoom session link from your instructor or advisor
- A Canvas notification/announcement
- The Zoom tool in Canvas

For more information on how to use Zoom, please click on the link for Zoom Resources for Sac State students.

The Advising Appointment: Coming Prepared & Things to Know

- It is a good idea to come to your advising appointment prepared with questions you may have for your advisor. Advisors recommend that you review your Academic Requirements page prior to your appointment so that you have some familiarity with your degree progress.

- Please join the meeting at your scheduled appointment time. If you are late to join, the advisor will not be able to accommodate an extension to the meeting time due to other appointments scheduled that day.

- As we will most likely be going over your academic record, to ensure privacy, use a desktop/laptop with a stable internet connection in a quiet area to ensure safety and security.

- It is your responsibility to make sure you are in an environment that complies with all Family Educational Rights and Privacy Act (FERPA) rules and regulations. That is, you do not want anyone to be able to overhear your personal information. If you are in a public space, protect yourself from others who may overhear the discussion of your information. Using headphones/ear buds are recommended. Requesting a Zoom meeting or phone call advising appointment is your acknowledgment of the FERPA rules and regulations.

- If you choose to use your phone, please do not do so while driving.
BACHELOR IN SCIENCE IN CRIMINAL JUSTICE

Units required for Major: 60

12 units of lower division prerequisites
24 units of upper division mandatory courses
24 units of upper division electives

Minimum Grade Requirement

- Lower division prerequisites courses: "C" grade or better.
- Upper division courses: "C-" or better.
- Overall G.P.A. for upper division (mandatory and electives) courses: At least 2.0 ("C").

Prerequisites

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ 1</td>
<td>Introduction to Criminal Justice and Society</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 2</td>
<td>Law of Crimes</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 4</td>
<td>General Investigative Techniques</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 5</td>
<td>The Community and the Justice System</td>
<td>3</td>
</tr>
</tbody>
</table>

Sac State has an “articulation agreement” with community colleges, where certain courses are considered as the equivalent of CRJ 1, 2, 4 or 5. Click here!

Students who wish to become a Criminal Justice minor must submit a supplemental application after meeting these requirements:

1. Complete the prerequisites with a grade of “C” or better.
2. Complete 45 units.
3. G.P.A. of 2.5/2.6 or better.

NOTE: Some transfer students may be admitted on the condition that they complete any unmet prerequisites during their first semester at Sac State.
Upper division requirements

Course List

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mandatory Upper Division Core Courses (24 Units)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CRJ 101</td>
<td>Introduction to Criminal Justice Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 102</td>
<td>Crime and Punishment</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 121</td>
<td>The Structure and Function of the American Courts</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 123</td>
<td>Law of Arrest, Search and Seizure</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 130</td>
<td>Fundamentals of Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 141</td>
<td>Police and Society</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 160</td>
<td>Justice and Public Safety Administration</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 190</td>
<td>Contemporary Issues in Criminal Justice</td>
<td>3</td>
</tr>
</tbody>
</table>

**Upper Division Electives (24 Units)**

Electives are organized into seven “Areas of Interests.” Electives must be drawn from at least two of the listed “Areas of Interest,” of which one must be from the “Supporting Courses” area.

Up to 12 units of electives may be substituted from a declared minor/second major if the course has a relationship to criminal justice.

If a student wishes to substitute an elective with a course that is not listed in the electives, the student should see the Advising Center Coordinator to determine if the substitution will be approved by the Division Chair.

Division electives include many upper division courses from a variety of different departments. As such, students could minor in one of these disciplines without extending their graduation date by drawing their upper division courses for their minor from our electives.

**NOTE:** Students need to go to the specific department in which they are interested for the minor in order to learn about that particular plan and get the minor officially added to their academic plan. **
MINORS AND CERTIFICATES

Minor in Criminal Justice (21 units): CURRENTLY SUSPENDED UNTIL FURTHER NOTICE.

Program Description

Students must contact the Division of Criminal Justice to a Declaration of Minor form.

Program Requirements

Course List

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
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<tbody>
<tr>
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<td>3</td>
</tr>
<tr>
<td>CRJ 4</td>
<td>General Investigative Techniques</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 121</td>
<td>The Structure and Function of the American Courts ¹</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 123</td>
<td>Law of Arrest, Search and Seizure ¹</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 130</td>
<td>Fundamentals of Corrections ¹</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 141</td>
<td>Police and Society ¹</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Units</td>
<td>21</td>
</tr>
</tbody>
</table>

¹ Restricted to declared majors and minors or instructor permission.
Minor in Forensic Investigations (21 units)

Program Description

This minor is only available to students who are either a Chemistry or Biological Science major. Students must contact the Division of Criminal Justice to submit a Declaration of Minor form.

Minimum Grade Requirement

The following courses must be completed with a minimum grade of "C" or higher.

Program Requirements

Course List

<table>
<thead>
<tr>
<th>Code</th>
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<td>CRJ 2</td>
<td>Law of Crimes</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 4</td>
<td>General Investigative Techniques</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 121</td>
<td>The Structure and Function of the American Courts ¹</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 141</td>
<td>Police and Society ¹</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 153</td>
<td>Advanced Criminal Investigation ¹</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 154</td>
<td>Introduction to Physical Evidence ¹</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td></td>
<td>21</td>
</tr>
</tbody>
</table>

¹ Restricted to declared majors and minors or instructor permission.
Program Description

Students participating in the Law Enforcement Candidate Scholars’ (LECS) program who wish to obtain a Certificate of Academic Achievement in Law Enforcement must complete the following courses with a minimum grade of "C" or higher. Courses for the Certificate program are applicable toward course requirements for the Criminal Justice major.

Refer students for additional eligibility criteria and certificate information to the Law Enforcement Candidate Scholars’ (LECS) Program or the Advising Center Coordinator.

Program Requirements

Course List

<table>
<thead>
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</tr>
<tr>
<td>CRJ 4</td>
<td>General Investigative Techniques</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 5</td>
<td>The Community and the Justice System</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 160</td>
<td>Justice and Public Safety Administration</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 195</td>
<td>Internship</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Units</td>
<td>18</td>
</tr>
</tbody>
</table>

1 CRJ 195 internship can count for 1-6 units of credit. For the Law Enforcement Certificate, it can only be taken once for 3 units.
PRE-LAW ADVISING PROGRAM

- Director: Prof. Laurie Kubicek – lkubicek@csus.edu

- Since 2002, the Division of Criminal Justice has sponsored the CSUS Pre-Law Advising Program

- The program supports over 1400 students from across the campus with information about law school

- Provides free Pre-Law Workshops and The Annual Law Forum
Smart Planner ‘How To’ Guide
Graduate faster by planning Smarter-In 10 Easy Steps!

**Why use Smart Planner?**

1. **Prevent Bottlenecks**
   Help departments predict course demand so that seats are available for students

2. **Avoid taking unnecessary courses that do not apply to your degree to save time and money!**

3. **Planner directly links to registration through Sac State Scheduler**

**Step 1:** Locate the hyperlink for ‘Smart Planner’ in the Student Center under ‘Academics’

**Step 2:** The first time, click ‘Ok’ to lead to the Overview page. Otherwise, click the ‘Live Mode’ option.

**Step 3:** On the Overview page click ‘Continue’ to proceed to the Smart Planner

**Step 4:** Use ‘Edit Preferences’ to determine how many units to take each semester & add Summer/Winter courses

**Step 5:** Use ‘Arrange My Plan’ to drag and drop courses to different semesters

**Step 6:** Any course listed as ‘Not Selected’ click ‘Select’ to filter options and select a course

**Step 7:** The blue ‘i’ icon shows course descriptions, GE Areas met and pre-requisites

**Step 8:** Once selected, see the course in the plan. **Continue Steps 6 & 7** until all ‘Not Selected’ classes are chosen!

**Step 9:** Review the ‘Advising Report Planned’ to make sure all graduation requirements have been planned for

**Step 10:** Go to Sac State Scheduler to pick your course days and times for enrollment!

**Resources:**

[www.csus.edu/smartplanner](http://www.csus.edu/smartplanner)

smartplanner@csus.edu

916-278-8808
Students join by pledging.

Benefits of membership:

- **Membership Certificate** - that is frameable and printed on parchment paper. It contains the member’s name; the Association’s logo and seal; the date of acceptance; and the approval of acceptance by the signatures of the National President and the Executive Secretary.
- **Membership Card** - that identifies them as a member of ACJA-LAE. After initial acceptance, the card is issued annually upon renewal of Association membership.
- **Membership Pin** - a gold organizational identification pin that is a facsimile of the ACJA-LAE logo. To be worn with pride.
- **ACJA-LAE Sticker** - to be placed on books, cars, etc.
- **National Journals and Newsletters** - distributed to each active member. The publications contain information about recent developments and synopses of released publications in the criminal justice field; Association activities at the National, Regional, and Chapter levels; and Accomplishments and news of individual members.
- **Job Information** - on how to access the NELS (National Employment Listing Service) bulletin published monthly as a public service for the criminal justice and social systems by the Criminal Justice Center, Sam Houston State University,
and Huntsville, TX. Employment categories include Academics and Research, Community Service and Corrections, Institutional Corrections, Law Enforcement, and Security. This service can be accessed by anyone with an Internet address.

- **Information and subscription rates to "Word of Mouth Advantage,"** - a Law Enforcement Job information publication. After subscribing, students will receive job listings from agencies who are about to test for envy, academy graduate, or lateral envy positions and agencies who are accepting applications. Salary and prerequisite information is provided when available. Selected Study Guides are also available.

### ALPHA PHI SIGMA

Students join but need a minimum GPA of 3.2.

#### Benefits of Membership

- National recognition for academic excellence in criminal justice, an honor that can be noted on employment applications, vitae, and resumes.
- Leadership development
- Networking with other students who have similar interests
- Service to the department and university.
- The United States Government recognizes membership in Alpha Phi Sigma meets one of the requirements for entrance at the GS-7 level in the Federal service.
- Grant and scholarship opportunities
- Graduate school preparation
- Speakers (national and local)
- Career Development
  - Member to Member Job Postings
  - Access to hundreds of thousands of careers paths, internships, and job shadow days
  - Resume and Interview tips and techniques
  - Networking with thousands of other Alpha Phi Sigma members.
Open to any pre-law student regardless of major. Minimum GPA 2.0. The purpose of this Fraternity is to:

- form a strong bond uniting students and teachers of the law with members of the Bench and Bar in a fraternal fellowship designed to advance the ideals of liberty and equal justice under law; to stimulate excellence in scholarship;
- inspire the virtues of compassion and courage;
- foster integrity and professional competence;
- promote the welfare of its members; and
- encourage their moral, intellectual, and cultural advancement.
A Snapshot of Select Careers in Criminal Justice

Careers in Law Enforcement


Careers in the Courts

Attorney – Bailiff – Child and Youth Court Counselor – Crisis Counselor – Court Administrator – Court Clerk – Court Reporter – Judge – Law Librarian – Mediator – Paralegal – Victim Advocate

Careers in Corrections


Other Criminal Justice Careers


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2 CSU Fullerton, Department of Criminal Justice, Undergraduate Advising Handbook, Fall 2020
Recommended Skills & Abilities for Criminal Justice Practitioners

- Written & oral communication skills
- Critical thinking skills
- Problem solving skills
- Interviewing skills
- Computer literacy and technological skills
- Civic knowledge of and engagement with the community
- Intercultural knowledge and competence
- Compassionate and strong sense of justice
- Skills in research and scientific methodology
- Ability to work cooperatively with others, regardless of background
- Ability to make tough decisions
- Ability to maintain moral and ethical standards
- Ability to be open-minded and consider diversity in perceptions, perspectives, and decisions
On-Campus Resources for Criminal Justice Majors

A number of on-campus offices are operating virtually now due to the COVID-19 situation. Please visit the website of the office which you would like to contact to find out whether appointments or meetings are happening face-to-face or in a virtual format, and what the expected protocols will be.

**Academic Advising & Tutoring**

- College of Health & Human Services Student Success Center: [https://www.csus.edu/college/health-human-services/student-success/](https://www.csus.edu/college/health-human-services/student-success/)
- Academic Advising Center (for GE advising, mostly): [https://www.csus.edu/student-life/academic-advising/](https://www.csus.edu/student-life/academic-advising/)

**Career Resources**

- Career Center: [https://www.csus.edu/student-life/career-center/](https://www.csus.edu/student-life/career-center/)
- Community Engagement Center (CEC) (service learning, academic internships, etc.): [https://www.csus.edu/experience/anchor-university/community-engagement-center/](https://www.csus.edu/experience/anchor-university/community-engagement-center/)

**Other Resources**

- Sacramento State Scholarships: [https://www.csus.edu/apply/financial-aid-scholarships/scholarships/](https://www.csus.edu/apply/financial-aid-scholarships/scholarships/)
- Housing and Residential Life: [https://www.csus.edu/student-life/housing/](https://www.csus.edu/student-life/housing/)
- Services for Students with Disabilities (SSWD): [https://www.csus.edu/student-affairs/centers-programs/services-students-disabilities/](https://www.csus.edu/student-affairs/centers-programs/services-students-disabilities/)
- Student Health & Counseling Services (SHCS): [https://www.csus.edu/student-life/health-counseling/](https://www.csus.edu/student-life/health-counseling/)
- The Well: [https://thewellatsacstate.com/](https://thewellatsacstate.com/)
- Center’s for Diversity and Inclusion (Multicultural Center, PRIDE, Women’s Resource Center): [https://www.csus.edu/student-affairs/centers-programs/diversity-inclusion/](https://www.csus.edu/student-affairs/centers-programs/diversity-inclusion/)

- Veterans Success Center: [https://www.csus.edu/student-affairs/centers-programs/veterans-success-center/](https://www.csus.edu/student-affairs/centers-programs/veterans-success-center/)

- Project Rebound: [https://www.csus.edu/student-affairs/centers-programs/project-rebound/](https://www.csus.edu/student-affairs/centers-programs/project-rebound/)

- ASI Children’s Center: [https://asi.csus.edu/asi-childrens-center](https://asi.csus.edu/asi-childrens-center)

- Associated Student’s Inc. (ASI): [https://asi.csus.edu/](https://asi.csus.edu/)
INFORMATION FOR COHORT ADVISORS!
STATEMENT of CORE VALUES

These Core Values reflect the many cultural and educational contexts in which academic advising is practiced globally, especially in the Division of Criminal Justice.

**Respect:** Academic advisors honor the inherent value of all students. Advisors build positive relationships by understanding and appreciating students’ views and cultures, maintaining a student-centered approach and mindset, and treating students with sensitivity and fairness.

**Inclusivity:** Academic advisors respect, engage, and value a supportive culture for diverse populations. Advisors strive to create and support environments that consider the needs and perspectives of students, institutions, and colleagues through openness, acceptance, and equity.

**Professionalism:** Academic advisors act in accordance with the values of the profession of advising for the greater good of students, colleagues, institutions, and higher education in general.

**Integrity:** Academic advisors act intentionally in accordance with ethical and professional behavior developed through reflective practice. Advisors value honesty, transparency, and accountability to the student, institution, and the advising profession.

**Commitment:** Academic advisors value and are dedicated to excellence in all dimensions of student success. Advisors are committed to students, colleagues, institutions, and the profession through assessment, scholarly inquiry, life-long learning, and professional development.

**Empowerment:** Academic advisors motivate, encourage, and support students and the greater educational community to recognize their potential, meet challenges, and respect and express individuality.

**Caring:** Academic advisors respond to and are accessible to others in ways that challenge, support, nurture, and teach. Advisors build relationships through empathetic listening and compassion for students, colleagues, and others.

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3 NACADA Statement of Core Values, [https://nacada.ksu.edu/Resources/Pillars/CoreValues.aspx](https://nacada.ksu.edu/Resources/Pillars/CoreValues.aspx)
BEST PRACTICES IN ORGANIZATIONAL STRUCTURE:

• Each level of advising (university, college, and division) should support each other.
• The training received by university and college advisors should be available to faculty advisors.
• Create a forum for university, college and division advisors to meet and share their experiences.
• Fund the training of faculty advisors, such as attending advising conferences.
• Assign certain advisors to students with specialized needs (i.e., full online, evening, graduate and international students).
• Develop a means to assess the effectiveness of advising.
• Learning-centered advising – View advising as teaching.
  o As with a course, there should be “learning objectives” for advising.
    ▪ Learning objectives provide clarity for advisors on what they are trying to accomplish.
    ▪ The effectiveness of an advising program could be assessed through learning objectives.
  o The first step to developing learning objectives is to develop a “mission statement” for advising.
    ▪ Example of a mission statement.
      • “Teaching students to be self-directed learners.”
    ▪ Examples of learning objectives:
      o Student has developed a meaningful educational plan.
      o Student is capable of tracking own progress to degree.
      o Student demonstrates the ability to set goals and make decisions regarding career choices.
      o Student can locate campus resources based on their particular needs.
      o Student demonstrates effective job search skills – resume writing, interviewing techniques, and developing a job search plan.
ORGANIZATION STRUCTURE OF ADVISING AT SAC STATE

- University
  - Academic Advising
- College of Health and Human Services
  - Student Success Center
- Division of Criminal Justice
  - Academic Advising Center
  - Faculty Advisors
ADVISING CENTER COORDINATOR

Wears many hats.

Initial contact with potential students –
Explain academic requirements for a CRJ degree and procedures for admission into CRJ major.

Orientations –
Coordinates freshman and transfer orientations, prepare materials, participates in orientation sessions,

Impaction –
Processes supplemental applications, maintains applicant database, attends training.

Outreach –
Provide information to advising staff from CCs and other colleges, participate in outreach events/programs at CCs and other colleges, prepares material for outreach.

Registration holds –
Imposes and removes holds for students on academic probation.

Faculty advisors –
Assigns and refers students to advisors, assist advisors.

Majors –
processes the supplemental application.

Minors –
submits Declaration of Minor form.

Employment –
maintains employment bulletin board, primary contact for local, state and federal employment recruitment.
TYPES OF ADVISING

Student-initiated contact

- Student needs immediate help with academic concerns.
  - "Prescriptive Advising"
    - Advisor provides information regarding degree progress and course selection.

- Student needs help with long-term goals
  - "Developmental Advising"
    - Advisor helps student develop and define academic goals, career and life goals and pathways.

Advisor-initiated contact

- Advisor identifies academically at-risk students (i.e., students on academic probation).
  - "Proactive (Intrusive) Advising"
    - Student must see advisor before registration hold will be lifted.

- Student needs help with long-term goals
  - "Developmental Advising"
    - Advisor helps student develop and define academic goals, career and life goals and pathways.

- Student must see advisor before registration hold will be lifted.
  - "Proactive (Intrusive) Advising"
BEST PRACTICES REGARDING ADVISING METHOD

Build TRUST through intentional communication strategies.

1) **Direct communication** – clearly explain degree requirements and courses that will satisfy the requirements.

2) **Intentional questioning** ("solution-focused" questioning) – probe student’s understanding and beliefs.
   a. Use open-ended questions to clarify the student’s problem, feelings and values.
      i. “How did you feel when you were placed on academic probation?”
   b. Help student develop goals and frame the solution through the miracle question, a question that asks the student to think without any restrictions about what they see as the ideal outcome.
      i. “If a miracle occurred last night, what would you like that to be?”
   c. Use presupposition questions - questions formatted in a way that assumes there is an answer and the answer will be implied in the question. Questions should be framed as a positive and not a negative.
      i. “At what times have you felt confident in the past about making a decision?” instead of “Have you ever felt confident making a decision?”
      ii. “If your problem was suddenly solved, how would you know that it was solved?”
   d. Use scaling questions – some solutions require multiple steps. Scaling questions develop tangible steps to solving the problem.
      i. “What immediate step could you take to raise your grade? What would you do next?”
   e. Assign tasks and provide feedback - Once the student has a set plan for the next step to take, advisors should follow-up and confirm whether the student did or did not accomplish that step.
      i. If students did, advisors can encourage students to continue with their process and perhaps identify a new step.
ii. If they did not, advisors can take that moment to encourage them to try again. Supportive and encouraging comments help students feel like they can overcome their problem.

3) **Attending behavior** – use eye contact, voice inflection, and body language to show that you are listening.

4) **Reflection of feelings** – express what you believe that the student is feeling.

Be FLEXIBLE.

1) Phone advising
2) Virtual-Zoom advising
3) Email advising
4) Varied office hours (morning, afternoon, and/or evening)

Identify ADVOCATES or SERVICES for the student based on their needs.

1) **Academic Advising (Lassen Hall)**
   a. Resolves issues with G.E. requirements.
   b. First-Year Advising (FYA) program
      i. Advising is required during both semesters.
      ii. May be satisfied via appointments, drop-ins or workshops.
   c. Second-year Success (SYS) program
      i. Serve second-year students who experienced challenges during their first year.
      ii. Students will work with one of the Graduate Counselor Intern or Professional Advisor to develop individualized academic, personal and social plans to help the student meet their goals.

2) **Veteran’s Success Center**
   a. Open to active duty, veterans and dependents.
   b. Admissions services
      i. Credit for Prior Learning (CPL)
         1. Each veteran will receive four units in G.E. Area E for their basic training.
         2. More units could be earned – veteran must submit their Joint Services Transcript (JST) to the Office of the Registrar.
         3. Units will be determined by looking at the recommendations from the American Council for Education’s Military Guide (evaluation of military courses and occupations).
   c. Assistance with obtaining military records – DD-214, JST, etc.
   d. Educational benefits – tuition assistance, monthly benefits.
e. Veterans Career Pathway Program – resources to gain employment.
   i. Two-semester program.
      1. Level one – career counseling, how to network, developing a resume and interviewing skills.
      2. Level two – job skills training, financial planning and a 50-hour internship.
   ii. A veteran student could earn $1,500 for completing the program.
f. Veterans Leadership and Mentoring Services – provides help with ...
   i. adjusting to civilian and academic life
   ii. achieving academic success
   iii. gaining knowledge about university resources
   iv. foster personal and professional networks
   v. develop leadership, event planning, and mentoring skills.

3) Services for Students with Disabilities
   a. Accommodation requests
   b. Parking fee waiver
   c. Notetaking services
   d. Assistive devices
   e. On-campus transportation

4) Student Emergency Fund (Office of Student Affairs)
   a. For a financial emergency or unanticipated expenses causing a short-term financial hardship.
   b. One single lump sum up to $1,500.
   c. Limited to one grant per academic year.

5) Career Center
   a. Career Counseling Services
      i. Help with resumes, interviewing skills and job search
      ii. College-to-Career (C2C) – an online five-part self-paced process to explore the student’s goals and skills.
         1. Self-exploration
         2. Research Academic and Career Options
         3. Decision-making Strategies
         4. Experiential education
         5. Job Search Strategies
   b. Career Center Employer Services
      i. Connects employers with qualified students.

6) Financial Wellness – workshops on financial competence.
   a. Budgeting
   b. Paying for college
   c. Managing debt
   d. Negotiating salary

7) Tutoring
   a. CRJ courses – our division has our own tutor.
b. Non-CRJ courses - Peer and Academic Resource Center (Lassen Hall) – multi-subject peer tutoring  
   i. Workshops and Individual Tutorials (WIT) - group and individual tutoring for historically difficult courses.  
   ii. Peer Led Advising for College Experience (PLACE) – peer advisor who are familiar with college life and resources.  
   iii. Supplemental Instruction (SI) – for those enrolled in historically difficult G.E. courses.  

c. Reading/writing skills - University Reading and Writing Center (URWC) – provides a positive, non-judgmental one-on-one tutoring in reading and writing.  

8) Student Health and Counseling Services (in the Well)  
   a. Provides short-term individual counseling for currently enrolled Sacramento State students.  
   b. Each session ranges from 30-50 minutes depending on the clinician’s schedule and the student’s needs.  
   c. Counselors will assist students in finding a therapist in the community or on their insurance panel to provide long-term therapy if needed.  

9) Academic Technology Center  
   a. Computer lab – AIRC 2004  
   b. Poster printing  
   c. Borrowing a laptop  

10) Grade Appeal Process  
   a. University process for a student to contest the course grade.  
   b. Has an informal (discussion with instructor and chair) and a formal (filing of a grade appeal with the Office of Student Affairs) component.  

11) Student Academic Success and Educational Equity Programs (SASEEP) –  
   a. A variety of student-success support programs designed to increase student retention, persistence, and graduation, while working to close the achievement gap.  
   b. Examples of programs are:  
      i. The Educational Opportunity Program  
      ii. The College Assistance Migrant Program  
      iii. The CAMP Scholars Program  
      iv. The Faculty Student Mentor Program  
      v. PRIDE Center  
      vi. Women’s Resource Center  

12) Associated Students Inc. (ASI)  
   a. Children’s Center – child care  
   b. Legal Aid – free half-hour consultation with an attorney by appointment only.  
   c. Notary services  
   d. Safe Ride Cash Back Program – to reduce incidents related to drinking and driving such as accidents and DUIs.
e. Food Pantry
   i. Provide food and toiletries.
   ii. Students may take a variety of items once per week based on a point system.

f. Graduation apparel/supplies
g. Faxing services
h. Discounted movie tickets
WHAT STUDENTS NEED TO GRADUATE

The Academic Requirements Page will track the student’s progress towards graduation including completed and courses-in-progress (G.E. and mandatory/elective courses for the major) and the number of completed units.

WHAT TO KNOW ABOUT “CATALOG RIGHTS.”

"Catalog rights" is a term used to define the specific set of requirements ordinarily as established in the catalog for a specific year, which the student must satisfy to qualify for a degree, certificate, etc.

A student may choose among three terms for their catalog rights. The term in effect at the time they:

1. began attending any California community college or a CSU campus other than Sac State or
2. entered Sac State, or
3. graduate from Sac State.

Establishment of catalog rights based on first attendance at a California community college allows students to plan and complete the general education course pattern while attending the California community college.

Student will select the term for their catalog rights when they submit their graduation application.
WHAT TO KNOW ABOUT G.E.

1) Writing Intensive – CRJ 190 is the Division of Criminal Justice’s writing intensive course.
   a. Students have two options for placement into CRJ 190.
      i. **Option 1:** Complete the Writing Placement for Juniors (WPJ) Portfolio.
         1. The Undergraduate GWAR is a CSU wide requirement that should be completed by undergraduate and second bachelor’s students in their junior year.
         2. “GWAR Suspension” What does that mean at Sac State? Because of COVID-19 protocols and until those restrictions are removed, in person exams through GWAR are on hold throughout the CSU system. Because WPJ placement at Sac State is available through writing portfolio assessment (see below for dates and details), GWAR placement remains a prerequisite for CRJ students attempting to enroll in CrJ 190.
         3. It is recommended that students submit the WPJ Portfolio option after students complete their second-semester composition requirement (ENGL 20 or the equivalent), and after reaching junior-standing (completing 60 units of coursework), and before completing 75 units of coursework
         4. When the above conditions are met, students should plan to receive a WPJ Placement score. A score of ‘80’ is considered a ‘pass,’ which identifies the student as writing intensive class eligible.
      ii. **Option 2:** Take a semester-long writing class, English 109M or English 109W.
          1. At the end of the semester, the student’s work will be collected in a portfolio that will be evaluated.
          2. Students who are multilingual can choose 109M or 109W.
          3. Students who are native English-speakers should choose English 109W.

2) Students could satisfy two or more areas of G.E. by selecting certain courses from the approved electives list.
a. G.E. Areas B, C, D, and E, depending on catalog year.
b. Race and Ethnicity
c. Nine units of upper division G.E.

WHAT TO KNOW ABOUT MANDATORY COURSES IN THE MAJOR

1) CRJ 190 has four prerequisites:
   a. Student must be a Criminal Justice major.
   b. Passing grade (C-) for CRJ 101, 102, 121, 123, 130, 141 and 160.
   c. Senior status (completing 90 or more units).
   d. Submitting the WPJ Portfolio or passing ENG 109M or 109W.
2) Our chair may permit concurrent enrollment of any unmet prerequisite courses for CRJ 190 if …
   a. The student has only one semester left before graduating.
   b. If so, advise student to submit a graduation application declaring the next semester as their last semester.
   c. At the time of registration, have the student enroll in their unmet prerequisite course(s).
   d. Then, have the student appear at our division office.
   e. Our staff will enroll the student in a section of CRJ 190.

WHAT TO KNOW ABOUT ELECTIVES IN THE MAJOR

1) Students should select eight electives from our approved elective list.
   a. At least one elective must be from area VII – Supporting Courses.
   b. At least one elective must be a CRJ elective.
   c. The remaining electives may be selected from any of the approved electives.
2) Up to six units may be earned through non-lecture, experiential courses (e.g., CrJ 198: Co-Curricular Activities).
3) CRJ 195 – Internship
   a. Provides an experiential learning environment as well as a criminal justice job reference and a reality check.
   b. Senior status (completed 90 or more units) is the only prerequisite.
   c. Completion of CRJ 101 through CRJ 160 recommended.
   d. Cannot self-enroll.
      i. Must apply into the internship program during the semester prior to starting the internship.
      ii. After applying, the student must attend an orientation.
      iii. The internship coordinator maintains the list of approved placements.
      iv. The staff will not enroll the student until the student finds a placement.
4) Up to twelve units may be substituted as an elective from a minor or double major.
   a. Courses must have some relationship to criminal justice.
   b. Refer student to the Advising Center Coordinator for the chair’s approval of the substitution.

WHAT TO KNOW ABOUT THE 120-UNIT REQUIREMENT

1) Students must complete a minimum of 120 units.
2) The minimum unit requirement cannot be waived.
3) Transfer credit
   a. Students may transfer an unlimited number of classes to satisfy course requirements such as G.E.
   b. However, only a maximum of 70 units may be used to satisfy the 120-unit requirement.
4) Students may enroll in one full online course per semester at another CSU through the CSU Full Online College (FONL).
   a. Student must meet certain criteria.
5) Matriculated students may enroll in an unlimited number of full online courses at Sac State.

WHAT TO KNOW ABOUT THE GRADUATION APPLICATION

1) Students cannot submit a graduation application until they complete 85 units.
2) Once students complete 85 units, a link to the online graduation application will appear in their Student Center.
3) When the student submits their graduation application, an email will be sent to their advisor.
   a. The graduation application needs three levels of approval.
      i. Faculty Advisor
      ii. Division chair
      iii. University degree auditor
   b. The approval process is slow – could take months.
4) Graduation application deadlines:
   a. Spring graduation – October 1.
   b. Fall graduation – February 1.
   c. The application deadline is a “soft” deadline.
      i. The purpose of meeting the deadline is to guarantee priority registration as a “graduating senior.”
         1. Graduating seniors register on the second day of registration.
         2. The first day of registration is limited to a small number of students – ROTC, veterans, athletes, certain students with disability, etc.
3. The date when the student submits their graduation application determines priority registration, not when the application is approved.
   ii. Students may submit their application past the deadline.
      1. They will not be guaranteed priority registration, but could still be assigned priority registration.
      2. Each week past the deadline reduces the chance that the graduate will be assigned priority registration.

5) CONCERN: Review of the student’s academic progress reveals that student had not taken or enrolled in all of the prerequisites for CRJ 190.
   a. Advise student regarding the process for concurrent enrollment of unmet prerequisites for CRJ 190.
UNDERSTANDING THE KEYS-TO-DEGREE TOOLBOX

"KEYS to Degree Toolbox" on the Student Center guides students through their academic progress. Each "key" serves a different purpose.

The SmartPlanner is the most important “Key”. The SmartPlanner tracks enrollment and will self-adjust after registration. Students rely on the SmartPlanner when selecting courses. Therefore, the SmartPlanner must be ACCURATE!

CONCERN: The SmartPlanner draws data from the Academic Requirements Page. If the Academic Requirements Page is inaccurate, the SmartPlanner will also be inaccurate. However, the Academic Requirements could be accurate, yet the SmartPlanner will still be inaccurate for various reasons. So …

Check the accuracy of the Academic Requirements Page with the student and determine how to correct any errors.
Then, check the accuracy of the SmartPlanner.
If the SmartPlanner is inaccurate, manually adjust the SmartPlanner to be accurate.
The usual reasons for an inaccurate Academic Requirement Page are:

1. Missing transcripts.
   a. High School – To prove that the student met the foreign language requirement (three years of the same language) or AP credits.
      i. Some community college transfer students believe that their community college will transfer their high school transcripts. Community colleges can certify only their own transcripts. As such, they will NOT send their copy of the student’s high school transcripts.
      ii. Advise student to request their high school to send transcripts.
   b. Community College – To prove the student completed certain GE and lower-division CRJ courses as well as the number of completed units.
      i. A common error is that the community college did not send the last semester’s transcripts.
      ii. Advise student to request the community college to resend transcripts.

2. Systemic error
   a. Conversion of community colleges credit to Sac State credit.
      i. Sac State has “articulation agreements” with community colleges where certain courses (both GE and prerequisites for a major) are considered as the same course at Sac State.
         1. For example, ADMJ 101 at American River College is the same as CRJ 1 at Sac State.
      ii. Sometimes, the conversion did not take place.
      iii. To check conversion, use the “Transfer Credit History” key.
      iv. Send student to Academic Advising at Lassen Hall to correct any error with G.E. conversion.
   b. Inaccurate record of completed academic requirements.
      i. This problem could be a program issue where the course was not correctly linked to an academic requirement.
      ii. Contact the Advising Center Coordinator to resolve problem.

3. Student request for substitution of courses.
   a. Substituting courses taught at Sac State for a pre-approved elective course.
      i. Limited to students with a declared minor/second major.
      ii. Up to 12 units may be used to satisfy elective credits.
      iii. The course must have a relationship to criminal justice.

Check the accuracy of the Academic Requirements Page with the student and determine how to correct any errors.
iv. Send the student to the Advising Center Coordinator to determine if the course is suitable for substitution.

b. Substituting courses completed at a community college, another CSU or 4-year college for a mandatory or pre-approved elective course.
   i. Student will need the syllabus/course description. Only the chair of a unit may approve substitutions for courses taught by that unit.
   ii. Where to send the student:
       1. Non-CRJ courses
          a. Send student to the unit that teaches the course.
       2. CRJ courses
          a. Send the student to the Advising Center Coordinator.

c. CONCERN: The Academic Requirements Page will show courses in progress towards satisfying a degree requirement.
   i. If the student is in progress with a substitution, the Academic Requirement Page will not reflect the substitution until the student COMPLETES the course.
   ii. Solution: Manually remove the substitution from the SmartPlanner.
<table>
<thead>
<tr>
<th>CONCERNS</th>
<th>RESPONSE</th>
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<tbody>
<tr>
<td>How does the student obtain a substitution or a waiver of a mandatory or</td>
<td>Refer to the Advising Center Coordinator to determine if the substitution or waiver meets Division requirements. If so, the Coordinator will initiate the process. If the course to be used for substitution comes from another institution, the student must provide a syllabus. The catalog course description does not provide sufficient information to determine if the course meets Division requirements.</td>
</tr>
<tr>
<td>CRJ elective course?</td>
<td></td>
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<tr>
<td>How will a student know if the university will accept the substitution?</td>
<td>The university will send an email to the student. The process can be slow.</td>
</tr>
<tr>
<td>When can the student enroll in CRJ 190?</td>
<td>After meetings four requirements: (1) Must be a Criminal Justice major; (2) Passing grade (C-) for CRJ 101, 102, 121, 123, 130, 141 and 160; (3) Senior status (completing 90 or more units at the time the student intends to be enrolled in CRJ 190); and (4) Submitting the WPJ Portfolio or passing ENG 109M or 109W.</td>
</tr>
<tr>
<td>What does a student do if next semester is the student’s last semester and the student has not met the prerequisites for CRJ 190?</td>
<td>If not already completed, have the student submit a graduation application declaring next semester as the last semester. Have the student explain in the “Course waivers, substitutions and notes” section of the graduation application that the student will obtain concurrent enrollment of missing prerequisites with CRJ 190. Advise student to (1) enroll in the missing prerequisites during the online registration period and then, (2) appear in person at the Division office where the staff will assist the student with enrolling in CRJ 190.</td>
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<td></td>
<td><strong>During COVID-19 restrictions, students will coordinate electronically with the office staff to get enrolled in a CrJ 190 section.</strong></td>
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<td></td>
<td><strong>Students who do not have a score in their academic record for the WPJ Portfolio or ENGL 109W/M must extend their graduation date to a later semester.</strong></td>
</tr>
<tr>
<td>What if the student cannot submit a graduation application because of insufficient completed units?</td>
<td>Students must wait until they have 85 units earned in order to apply for graduation.</td>
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<td>-------------------------------------------------</td>
<td>-----------------------------------------------------------------</td>
</tr>
<tr>
<td>What if the student has not submitted the WPJ Portfolio or completed ENGL 109W/M?</td>
<td>Advise the student to complete the next available WPJ Portfolio. If the WPJ Portfolio is scheduled for a date past registration, the student has two options: (1) Try to enroll in CRJ 190 during two-week schedule adjustment period prior to the start of the semester. The university will drop any student who failed to meet the deadline to pay fees. (2) Contact the instructor via email on the first day of classes. Once class begins, an instructor may add beyond the university set capacity for the class.</td>
</tr>
<tr>
<td>What does a student do if all sections of CRJ 190 are closed and the student submitted a graduation application declaring next semester as the last semester?</td>
<td>Refer the student to the Division of Criminal Justice Advising Center to be placed on a list to graduating seniors needing CRJ 190. When there are sufficient students, our Chair may request from the Dean of the College of Health and Human Services to fund another section of CRJ 190 or may ask the current CrJ 190 instructors to enroll students over the course enrollment capacity.</td>
</tr>
<tr>
<td>Can a student take more than three units of CRJ 195 (Internship) in the same semester?</td>
<td>No. Our internship contracts are arranged for three-units worth of work (120 hours/semester). University administrative rules prohibits students from enrolling in two sections of the same course.</td>
</tr>
<tr>
<td>Can a student take CRJ 195 (Internship) twice?</td>
<td>Yes. For the second semester, the student will again submit an application. However, the student will not need to attend an orientation. Once our staff processes the student’s application, they will email the list of internship placements to the student. If students have questions about the internship class, refer them to the Internship Coordinator.</td>
</tr>
<tr>
<td>Can the student intern with a placement not on our approved placement list?</td>
<td>Yes. But, the approval process could take four to six months. Refer student to the Internship Coordinator for processing.</td>
</tr>
<tr>
<td>When should the student declare a minor?</td>
<td>The student must declare the minor before submitting the graduation application. University rules prohibits a student from declaring a minor after submitting the graduation application for the major.</td>
</tr>
<tr>
<td>How does a student declare minor?</td>
<td>Refer the student to the department providing the minor. They will assign the student an advisor and will</td>
</tr>
</tbody>
</table>
| **What does the student do if GE credit is incorrect?** | also be responsible for approving the graduation application for the minor.  
First, look at the “Transfer Credit History” to determine if any semesters are missing. If so, have the student resend transcripts.  
Second, have the student email the Transfer Credit Team (TCT) at transfer@csus.edu to confirm whether the transfer credit is accurate or not. The TCT is responsible for determining which transfer course meets GE requirements. |
| **How does the student meet the foreign language requirement?** | Three ways:  
(1) Pass three years of the same language in high school. Advise student to submit transcript from the high school. Community Colleges will not transfer their copy of the high school transcripts.  
(2) Test out. Refer student to the World Language Dept. Spanish is the only language where the World Language Dept. has pre-scheduled tests. All of other languages requires an individual appointment.  
(3) Pass the second semester of a college-level language course. Students may ask the World Language Dept. for a waiver of the first level of the language. Students who completed two years of high school foreign language will often waive the first level. With a grade of “C-“ or better, the following second semester or equivalent college-level language courses may satisfy both GE Area C2 units and the Foreign Language Requirement. |
| **What to do if the student needs to enroll in more courses and cannot find any at Sac State?** | Advise the student to try the **CSU Fully-Online Courses Program**.  
- Student may enroll in one CSU fully-online course if they are:  
  - In Good Academic Standing, have completed at least 12 units at Sac State, paid tuition and fees as a “full-time” student, are enrolled in more than 6 units. |
<table>
<thead>
<tr>
<th><strong>Where can students obtain legal assistance?</strong></th>
<th>Refer student to the ASI. They have arranged for free half-hour consultations with attorneys. Most of our law faculty have elected to be “Inactive” with the State Bar. As such, they are prohibited by State Bar rules from providing legal advice except to family members.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• You may only enroll in semester-based campus courses. You may not enroll in courses that are quarter system.</td>
<td>• Student may view available courses by visiting <a href="#">CSU Fully Online</a>.</td>
</tr>
</tbody>
</table>
